

City of Garland Job Description

Title	Solid Waste Collections Manager (Full-time)
Department	Environmental Waste Services
Salary	Commensurate with experience

*To apply and view employment benefits, please go to
www.garlandtx.gov*

Summary

Responsible for managing, planning and coordinating the daily activities of the Environmental Waste Services (EWS) Collections Operations.

Number of Direct Reports (include titles): 3 Field Supervisors

Number of Indirect Reports (include titles): 4 Operations Coordinators; 6 Crew Leaders; 54 Equipment Operators

Financial & Budget Responsibility: \$16 million revenue/expense

Essential Duties and Responsibilities *include the following. Other duties may be assigned.*

- 1) Manage, supervise, plan, organize, and direct staff related to the daily operation of Solid Waste Collections Division.
- 2) Oversee day-to-day operations of the Collections Division through the scheduling of collections and proper allocation of personnel and equipment.
- 3) Supervise the safe and efficient transport and disposal of solid waste and recyclable materials.
- 4) Assist in the budget process by preparing initial requests, implementing budgeted programs and monitoring expenditures throughout the year.
- 5) Represent the Solid Waste Collections operations to the public in matters related to solid waste field operations regarding customer service, safety, and operational issues. Ensure subordinates investigate and take appropriate action in response to citizen or agency complaints or inquiries. Ensure improvements are initiated to eliminate continuing problems and provide assistance to customers.
- 6) Maintain involvement in ancillary interdepartmental programs.
- 7) Assure proper upkeep, repair and maintenance of all equipment.
- 8) Enforce proper safety standards and precautions.
- 9) Manage the development, revision, and implementation of policies in the Collections division.
- 10) Resolve procedural, operation, and other work related problems with staff, consultants, other entities, and City Management.

Minimum Qualifications

- ❖ Four-year college degree
- ❖ 5 years related experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Bachelor's degree in Environmental/Civil Engineering, Business Administration, Public Administration or related field
- ❖ 5-7 years experience in Solid Waste Management field including supervisory experience
- ❖ Operational experience in hiring, motivating and retaining employees in a difficult work environment.

Knowledge, Skills & Abilities:

- ❖ Considerable knowledge of divisional/commercial layouts
- ❖ Considerable knowledge of Texas Commission on Environmental Quality (TCEQ) solid waste management rules and regulations
- ❖ Considerable knowledge in Environmental Waste methods and procedures
- ❖ Skills in negotiation and conflict resolution
- ❖ Skill in analyzing data, making recommendations, and formulating options, strategies, and solutions
- ❖ Skill in performing accurate mathematical calculations
- ❖ Ability to assess and monitor work load of subordinates

Licenses and Certifications

- ❖ Valid Class C Texas driver's license
- ❖ Texas Commission on Environmental Quality (TCEQ) Class B Solid Waste Technician Certification

Physical Requirements / Work Environment

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a typical office environment; occasional exposure to unpleasant environmental conditions and/or hazards; occasional outside work.